



28 May 2021

IMPORTANT INFORMATION FOR THE MAY HALF TERM

PLEASE KEEP THIS AVAILABLE AT ALL TIMES UNTIL 01 JUNE 2021

Dear All,

It is hard to believe that we find ourselves in the middle of the Summer Term. Your adherence to the measures we put in place has meant we have remained relatively COVID free and we know we can count on your continued support in the Summer term.

However, we also know that COVID doesn't "take a holiday" and we are writing to you to let you know we aren't either. **Schools will continue to be responsible for carrying out contact tracing for all pupils in their school.**

You may not have been aware of this but in all COVID cases, schools are responsible for ensuring that all of the school contacts for a confirmed case are informed. Schools are also responsible for confirming that people should self-isolate and confirm dates for this period of isolation.

Therefore **school leaders will be on duty from 29 May until (and including) 01 June to contact those who may have been in close contact with a confirmed case of COVID 19.** Families must inform us should your child become symptomatic and have a test. This will enable us to complete the tracing process and inform relevant families to isolate. If your child becomes symptomatic **after** the 01 June the need to inform school classmates and teachers ceases due to the time they have been out of school.

To make this as simple as we can for you we have set up a dedicated email account. The school office email WILL NOT be manned over this period so the only way to contact the school is by the following method:

Email: covid19@castlemanacademytrust.co.uk

Tudor Road, Broadstone, Poole, Dorset, BH18 8AA
01202 694376
office@broadstonefirst.poole.sch.uk
www.broadstonefirstschool.co.uk



Please ensure you leave your name and a contact number as this will make the process much quicker for us. When we speak with you, we will ask you to identify any children outside of your child's class they have come into close contact with. It will be helpful if you provide this information in your initial email, text or phone message.

Close contact is defined as

- a person who has had face-to-face contact (within one metre), with someone who has tested positive for COVID-19, including:
 - being coughed on
 - having a face-to-face conversation within one metre
 - having skin-to-skin physical contact, or
 - contact within one metre for one minute or longer without face-to-face contact
- a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes
- a person who has travelled in a small vehicle with someone who has tested positive for COVID-19 or in a large vehicle or plane near someone who has tested positive for COVID-19

We hope that we will not need to use this process but it is important that if you are contacted by the school to self- isolate because of close contact this is not a choice – YOU MUST ISOLATE.

I know so many of you have done everything in your power to keep yourself and your family safe and we have been so fortunate as a Trust not to have been affected as significantly as others have. Your support in this has been a crucial factor.

We hope you have a happy and safe half term.



Dawn Wilks

Executive Head



Rebecca Wood

Head of School